

Executive Registry  
1-7775

2 May 1951

MEMORANDUM FOR: Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Operations

SUBJECT : Awards and Decorations

1. The Director has considered the problem of awards and decorations for civilian employees of CIA and has stated the following policy:

a. Military medals are the responsibility of military field commanders and should be recommended and awarded by such commanders in accordance with Defense Department policies and regulations.

b. Assistant Directors may recommend, upon appropriate occasions, the awards of the Medal of Freedom and the Medal of Merit. Such recommendations, when adequately supported and approved by the Director, will be submitted to the President as required by existing law and policy.

2. It is the opinion of the Director that recommendations for awards of civilian medals should be relatively rare, particularly in the case of the Medal of Merit which should be recommended only under very exceptional circumstances.

15/  
WALTER REID WOLF  
Deputy Director  
(Administration)

cc: Mr. Kirkpatrick  
UD/P  
Pers Dir  
Adv for Hgmt  
Gen Coun

DOCUMENT NO. 2  
NO CHANGE IN CLASS ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S (C)  
NEXT REVIEW DATE: 2011  
AUTH: HQ 79-7  
DATE 11/4/91 REVIEWER: ☐

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AWARDS

EFFICIENCY AWARDS COMMITTEE met on 18 April 1951:

Members Present

25X1 [redacted] - Chairman  
 Mr. Edward R. Saunders, Comptroller  
 Mr. James D. Andrews, Advisor for Management  
 [redacted], Acting Personnel Director  
 [redacted], OSO  
 [redacted], OGD (For [redacted] case only)  
 [redacted] - Recorder

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(Governing Directive: [redacted]

Cases Considered

Action Taken

Basis

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Within-grade Increase recommended.

Paragraph H(3)(d)(h)

Comments: Committee recommends a within-grade step increase in employee's present grade of GS-6 as a reward for superior accomplishment, together with letter of commendation to be retained in Subject's file pending his return to U.S. Committee also suggested that AD/SO consider Subject for grade promotion provided suitable slot exists at GS-7 and Subject is otherwise qualified. OSO representative will take action.

[redacted], OSO

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AD/SO to make inquiry by cable relative to possibility of award of a decoration to [redacted]. If not possible, a letter of commendation will be prepared for DGI to sign.

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DOCUMENT NO. 01  
 NO CHANGE IN CLASS ☐  
☐ DECLASSIFIED  
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 AUTH: HF 12/2  
 DATE 7/9/8 REVIEWER: [redacted]

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Within-grade Increase recommended.

Paragraph H(3)(d)(2)

Comments: Committee recommends a within-grade step increase as a reward for superior accomplishment, increase to be effective at the beginning of the first pay period following 20 November 1950.

CASES PENDING ACTION: Procurement and Medical Offices being queried relative to submission of two additional cases brought informally to Committee's attention.

(Approved) ( )

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MAY 8 1951

Walter B. Smith

Director of Central Intelligence

cc: Signer (2); ADD/A(g); Pers Rela.

Approved For Release 2003/07/01 : CIA-RDP80R01731R001300050012-4

*W. B. Smith*